



***FIRE AND PUBLIC SAFETY ACADEMY TRAINING SYSTEM
January 2018 INSTRUCTOR BULLETIN***

***** IMPORTANT *****

Student Self-Registration into courses is active as of September 5, 2017. This link will take you to the main Acadis login page:

<https://acadisportal.in.gov/acadisviewer/Login.aspx?ReturnUrl=%2fAcadisViewer%2f>

When you click on the link the page opens, you will then click on Training Catalog (on top menu bar) you will see descriptions of the different courses. You do not have to have a portal account to look. To sign up for training, you must have a portal account before you are able to log in to enroll in a course. Once logged into your Acadis account, if you do not have a tab at the top that says, Training & Events and a tab that says Registration, you will need to email psidquestions@dhs.in.gov to have your access changed.

*****Technical Rescue Awareness LMS*****

We have created two (2) separate classes in the ACADIS Self Registration Portal for the Technical Rescue Awareness LMS Course. This will help all of us so students who are under 18 can take the course but will not be issued their Certification until they turn 18 and meet all requirements.

Fire - Technical Rescue Awareness – TR Online Q1 TRA0001 Over 18

Fire – Technical Rescue Awareness – TR Online Q1 TRA0003 Under 18

****ATTENTION ALL Acadis Accounts ****

Please don't instruct students to call the office to set up their personal Acadis accounts. All accounts are setup when their PSID number is issued by filing out the online form found here:

<http://www.in.gov/dhs/3880.htm>. Once the request is processed the student will receive a "Welcome email." This email includes instructions on how to access their account. Once they've completed this step the student will get their PSID number and be able to make any necessary changes, take online training, print certifications, and renew certificates. Please call the office if your account is locked and the automatic reset your password does not work or you don't have access to your old email account.

****Fire Instructor Renewal****

<http://in.gov/dhs/3101.htm>

****EMS Primary Instructor Renewal****

<http://in.gov/dhs/3527.htm>

Instructors registering for Non-Traditional Fire Course

When you click on the link under Resources there is a link named Webforms. If you click this link it will take you to a list of different Webforms. You will click on the one that says: **Course Request (Non-Traditional Fire)** once you click on this it brings up a form.

- Fill out all boxes
- If this class is going to be during specific times of the day, be sure to include that in the Course Description. Days of week, hours the class will be held (i.e. 1-3 PM, Mon, Wed & Fri).
- Once you have completed the form you will click submit and it will notify us in Certifications that we need to put the class in Acadis.
- Within 5 days of the training being completed, the Instructor will need to scan the report of training/lead evaluator report and rosters (which must include printed name and PSID numbers) to firecertifications@dhs.in.gov.
- Certification staff will then confirm the students attended the course and it will go on their Acadis training record.

Traditional Fire Courses – certifications are issued

Non-Traditional Fire Courses – all other courses; certificate of completion

Web form – online for all courses

****Pre-Requisites for Certification Courses****

Prerequisites must be on the student's record **PRIOR** to listing them on the roster (i.e. student must have completed and passed a certification program, and that program must be posted to their record). All rosters for testing **MUST** include a PSID Number for each student.

Sequential On-line Testing *is the only exception*. The Proctor **MUST** watch the student submit their 1st test and verify they have passed with a 70% or better **BEFORE** issuing the 2nd Test ID. If a student takes the 2nd test and did not pass the 1st test the 2nd test will be voided.

**** Skills Completion Verification****

Skills must be completed *prior to the students taking the written exam*. Once skills testing has been completed, the Lead Evaluator shall access the Lead Evaluator Acknowledgement form online: <http://www.in.gov/dhs/3881.htm>. *All skills forms must be submitted within 7 days of the test*. If the skills verification is not received the student(s) certification will not be issued. If a student is not on the roster, **DO NOT** submit skills for them

****Phoenix Society for Burn Survivors 2016 Annual Report****

https://www.phoenix-society.org/uploads/docs/Financial_Accountability_Docs/Annual_Report_2016_web_1.pdf

****Publisher Resources****

John Konrad, IFSTA/Fire Protection Publications Representative
p: 405.744.7701 c: 310.625.7044 john.konrad@osufpp.org

****Publisher Resources Continued****

Holly Fournier, Operations Lead/Pennwell Corporation/Fire Engineering Books & Videos
p: 918.832.9380 f: 918.832.9319 hollyf@pennwell.com

Joy Knobbe, Public Safety Specialist/ Jones & Bartlett Learning/FISDAP
p: 1.800.832.0034 option 2 jknobbe@jblearning.com

**** Fire and Public Safety Academy Training System Contact ****

John Buckman, Academy Director	jbuckman@dhs.in.gov
Donna Saine, Course Administrator	dsaine@dhs.in.gov
Monica Hurley, Fire Training Administrator	mhurley@dhs.in.gov
Jason Coffey, Fire Training Manager Districts 2, 4, 6, 8, and 10	jacoffey@dhs.in.gov
William (Bill) Huffer, Fire Training Manager Districts 1, 3, 5, 7, and 9	whuffer@dhs.in.gov
Regine Hampton, Certifications	rhampton@dhs.in.gov
Nichelle (Shelly) Elliott, Certifications/Blasters	nellcott@dhs.in.gov
Charles Heflin, Quality Assurance Curriculum Development Manager	chefflin@dhs.in.gov
Wade Walling, Training Program Manager	wwalling@dhs.in.gov

****Course Contact Website****

John Buckman jbuckman@dhs.in.gov	Jason Coffey jacoffey@dhs.in.gov	William (Bill) Huffer whuffer@dhs.in.gov
Instructor I & II/III Leadership Courses Fire Officer Strategy/Tactics	Fire Officer I, II, III, & IV Inspector I/II Driver Operator Pumper Driver Operator Aerial Driver Operator Mobile Water Supply	Firefighter I/II Mandatory Firefighter Modular Firefighter Program Mobile Live Fire Trainer Mobile Training Props (V/M, Propane) Hazardous Materials (Awareness, Ops, Technician) Hazardous Materials Trainer